

4 MAY 1977

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Administrative Officer, DCI

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Document Classification

1. On 25 April the Agency received a memorandum from the Executive Director of the Interagency Classification Review Committee (ICRC) advising us that in the course of a routine ICRC review of another Government agency, three CIA documents had been located which appeared to be improperly classified. In the course of our follow-up on this matter, it was determined that the officer whose employee number was cited on the documents as having authorized their classification did not, in fact, do so. As a result of a recent reorganization, the employee had been reassigned but his former office had continued to use his employee number as authorization for document classification.

2. It is obvious that with the increased emphasis being placed by the Executive branch on proper classification and with the numerous cases of litigation arising out of the Freedom of Information Act, Privacy Act and other matters, we must ensure that practices such as cited above are eliminated. It is important that employees whose numbers are cited as authorizing classification of documents involve themselves personally in the process by either actually reviewing documents being classified or through strict supervision and guidance of others who might be authorized to use their number. It should be emphasized that in recent months senior Agency officials have been called to testify in court regarding classification matters, and it can be anticipated that such occasions will arise in the future. The outcome of such legal proceedings could be adversely affected if it could be demonstrated that classified material in question was not in fact properly classified.

3. I would appreciate your bringing to the attention of members of your component the importance of strict adherence to established classification procedures.

/s/John F. Blake

John F. Blake

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DOCUMENT CLASSIFICATION

FROM:

Administrative Officer, DCI

EXTENSION

NO.

STAT

DATE

6 May 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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The attached memorandum is self-explanatory.

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